

CONFIDENTIAL LEGAL SECRETARY

DEFINITION:

Under general supervision, to compose and prepare legal documents of a confidential nature concerning internal county matters; to provide legal secretarial services to attorneys or other professionals; and to perform related work.

DISTINGUISHING CHARACTERISTICS:

Confidential Legal Secretary is responsible for providing legal secretarial services for attorneys and/or other professional staff within County Counsel, Alternate Public Defender, Public Defender or District Attorney. Incumbents are privy to highly confidential and sensitive information on internal county matters pertaining to the decision making process of the county affecting labor relations and/or personnel and employment related transactions. A minimum of 50% of incumbents' duties involve this type of confidential work, which is performed at either the county-wide or department-wide level.

EXAMPLES OF DUTIES:

Operates word processing and transcribing equipment and types correspondence, briefs, opinions, proceedings, pleadings, contracts, ordinances, orders, complaints, decisions, and other legal documents using appropriate legal format for each; checks citations and quotations for accuracy, using legal references; files documents with the Courts, meeting strict time deadlines; sets up/maintains files, records, and indexes; maintains control files of matters in progress to monitor/expedite their timely processing and completion; collects and compiles supporting information substantiating documents from a variety of sources; screens phone calls and provides authoritative information to departmental representatives, opposing counsel, and outside agencies; maintains appointment calendars for attorneys and professional staff, and schedules depositions; screens and distributes mail; assists attorneys/professionals in performing other minor business of administrative function relieving attorneys of clerical work and details; maintains and updates attorneys' legal reference guides and court rules; performs other related tasks as deemed necessary.

MINIMUM QUALIFICATIONS:

Knowledge of:

- General basic legal processes and procedures.
- Legal terminology, documents, formats, layouts, and forms.
- Business English usage of a legal nature.
- Rules and procedures of local, state, and federal courts.
- Modern office equipment operation and application (i.e. word processors, computers, typewriters, transcribing machines, and photocopiers).
- General office practices, operating procedures, and clerical routines.

Skills and Ability to:

- Transcribe legal dictation accurately.

- Maintain the confidentiality of all information pertaining to legal issues on internal county matters.
- Type a wide variety of legal documents with speed and accuracy.
- Utilize modern office equipment, to include computers.
- Effectively communicate in oral and written form.
- Establish and maintain legal filing and record systems.
- Transcribe legal dictation accurately.
- Work independently, determining priorities to meet strict work deadlines.
- Establish and maintain effective working relationships with professional staff, departmental representatives and outside agencies.

EDUCATION/EXPERIENCE:

Education, training, and/or experience which would likely demonstrate the knowledge and/or skills stated above. Examples of such education/experience:

1. One (1) year of full-time experience performing legal secretarial duties for attorneys or other professional staff in a legal office, which must have included preparing briefs and pleadings, checking citations, setting up depositions, maintaining files and calendars, screening phone calls and using computers; OR,
2. Completion of a legal secretarial curriculum at a community college or a recognized accredited business school.

SPECIAL NOTES, LICENSES, OR REQUIREMENTS:

Certification:

An ORIGINAL (no photocopies) typing certificate for at least 60 words per minute with a maximum of 5 errors. Typing test must be administered under International Typing Contest Rules: at least a five minutes test of unfamiliar material with two (2) gross words penalty for each error. The certificate must be attached to the application.

Probationary Period:

Incumbents appointed to permanent positions in this class shall serve a probationary period of twelve (12) months (Civil Service Rule 4.2.5).